CERN MOBILITY

NEW PROCEDURES
Bike sharing

1. PRINCIPLE OF THE SCHEME

Velopass is the name of a bicycle-sharing service. CERN members of the personnel can borrow Velopass bicycles, for free, from one of the docking stations installed at the INGRID temporary garden on the parking of the building 33.

The CERN bicycles are made available to members of the personnel between the hours of 8.00 a.m. and 7.00 p.m. in the framework of their work at CERN for work-related use only, for a maximum period of 8 consecutive hours.

Associated members of the personnel able to supply proof that they are staying at a hotel or hostel outside CERN's fenced site may also use the service between 7.00 p.m. and 8.00 a.m., for a maximum period of 13 consecutive hours.

Use of the bicycles for personal purposes is strictly forbidden.

E-learning module "Road Traffic: Bike Riding": The “Road Traffic: Bike riding” e-learning module offered by the Safety Training Section of the HSE Unit is designed for anyone who uses a bike on the CERN site. It is therefore necessary to follow this course before renting a bike (https://sir.cern.ch/). A computer is available at the Mobility Centre (Globe parking, B. 6167) for this purpose.

2. CONDITIONS OF USE

The bicycle-sharing service is open the whole CERN community under the following conditions.

2.1 General conditions

In all cases, use of the service requires the prior authorisation of the applicant's department head or team leader. Users of the service must obtain a Velopass subscription card, valid for one year.
2.2 Velopass subscription

Velopass subscription cards are free for the CERN network and can be at the Mobility Centre (Globe parking, B. 6167) on presentation of a valid CERN access card.

A budget code will be requested when the Velopass card is collected from the Car Pool. Any damage to a CERN bicycle that is attributable to the member of personnel will be charged to the budget code according to the tariffs in force.

The Velopass subscription and the associated codes are strictly personal and non-transferable. The Velopass card is the property of Velopass and may not be loaned, rented or otherwise transferred to another person.

Instructions for using the Velopass scheme and the conditions that govern its use are provided when the Velopass subscription card is issued.

2.3 How the docking stations operate

The service allows a subscriber to borrow a CERN bicycle and to return it after use to the same docking station or any other station within the CERN-limited Velopass network.

A docking station comprises:

- an information terminal
- bicycle docking points

Each terminal gives practical information about the service and the various additional subscription options (contact details, sales points, tariffs, and website).

The docking points are made to accommodate the CERN bicycles.

To lock or unlock a CERN bicycle, the member of the personnel must hold his Velopass card against the docking point.
2.4 Care and maintenance

Members of the personnel must take every precaution to ensure that CERN bicycles are not damaged, stolen or otherwise mistreated. Bicycles must not be used for purposes for which they were not designed. Any damage, theft or other incident involving a CERN bicycle must be immediately reported to the Mobility Centre (Globe parking, B. 6167). For repairs, go to CERN garage, at building 130.

As the member of the personnel is entirely responsible for the CERN bicycle made available to him, a basic initial check before use is recommended to ensure that it is in proper working order. This should include the following checks (non-exhaustive list):

- The seat, pedals and basket should be firmly secured,
- The bell, brakes and lights should be in proper working order,
- The frame and tyres should be in good condition.

The member of the personnel is further recommended:

- To take account of increased braking distances in bad weather conditions;
- To adjust the height of the saddle to his morphology;
- To wear an approved bicycle helmet and suitable clothing;
- To acquire and use a padlock.
Members of the personnel must comply with the traffic rules in force.

Members of the personnel are forbidden to use a CERN bicycle in any of the following manners:

- Riding on ground or under conditions that are likely to damage the bicycle (e.g. stairs, steps, rough ground, etc.);
- Transporting passengers;
- Tiding in a manner that could endanger the member of the personnel or a third party;
- Dismantling the bicycle or any part of it;
- Making any other non-standard use of the bicycle.

The basket mounted on the bicycle is not designed to carry a load of more than 10 kg.

3. LOSS OR THEFT OF THE BICYCLE

In the event that a CERN bicycle is lost, the member of the personnel must follow the instructions set out in the document "Compulsory declaration of the disappearance, loss or theft of property and a serious incidents" (CERN/DG-RH/17306, updated on 27 April 2014). The loss or theft of an item of property must be declared immediately via the Service Portal or the Service Desk (Meyrin site, Building 55, tel.: 77777, open on weekdays from 7.30 a.m. to 6.30 p.m., service-desk@cern.ch)

4. OTHER SUBSCRIPTIONS

The member of the personnel may also choose to subscribe to one or more other networks in addition to the CERN Velopass network ("Regiopass" or "Natiopass").

These subscriptions can obtained according to the current Velopass prices and general conditions, which can be consulted at the website www.velopass.ch.

5. TERMINATION

A subscription to the service will terminate automatically on the last day of validity of the CERN card or upon expiry of the service, whichever is earlier.
CERN may revoke a subscription if the conditions set out in this document are not respected. If it is determined that a CERN bicycle has been used in a manner contrary to the present conditions, the member of the personnel must surrender the bicycle to CERN immediately at the latter’s request.

If the member of the personnel has also subscribed to other networks, he will not be reimbursed for any unused credit.

If the account is in deficit, the corresponding amount will be invoiced to the member of the personnel.
CERN bikes rental

1. PRINCIPLE OF THE SERVICE

CERN bicycles are made available to members of the CERN personnel and summer students.

2. CONDITIONS OF USE

CERN bicycles are made available to members of the CERN personnel and users in the framework of their activities at CERN and for professional use only.

Use of CERN bicycles for journeys between home and the CERN site (Meyrin and Prévessin) is tolerated.

However their use is extended to members of the personnel and contractors' personnel depending on their availability.

The maximum duration of use is three months.

All the bicycles must be returned at the Mobility Centre (Globe parking, B. 6167) at least one week before CERN Christmas closure for a maintenance service. Then they will be available as soon as the reopening of CERN year.

E-learning module "Road Traffic: Bike Riding": The “Road Traffic: Bike Riding” e-learning module offered by the Safety Training Section of the HSE Unit is designed for anyone who uses a bike on the CERN site. It is therefore necessary to follow this course before renting a bike (https://sir.cern.ch/). A computer is available at the Mobility Centre (Globe parking, B. 6167) for this purpose.

3. RENTAL

To rent a CERN bicycle, please fill in the following form, ask your contact to sign it (CERN contact information) and then bring it to the Mobility Centre (Globe parking, B. 6167)
• **For members of the personnel**

The bicycles are free of charge for members of the personnel excepted from the 1st of June until the 30th of September. During the time, any status, expect for Summer Students, wishing to use the service will have to pay a rental amount of 1 CHF per day.

• **For Summer students**

For the summer students, this service is free of charge.

A deposit is required. It can be paid via:

- **A CERN budget code or a Team code** with the approbation of the Group Leader or the Team Leader. The amount is 400 CHF, it will be charged in case of theft or loss of the bicycle;
- **Cash.** The amount is 100 CHF payable directly to at the Mobility Centre (Globe parking, B. 6167).

The member of the personnel must always have with him:

- A valid passport or identity card (with visas if necessary);
- A valid CERN attestation issued by the User's Office, or valid "Legitimation" documents issued by the Swiss and French authorities.
4. LOSS, THEFT AND MAINTENANCE OF THE BICYCLE

4.1 Loss, theft

The member of the personnel is personally responsible for the bicycle made available to him, especially in case of theft or damages. The Car Pool will keep the deposit paid in case of theft or loss of the bicycle.

In the event that a CERN bicycle is lost or theft, the member of the personnel must follow the instructions set out in the document "Compulsory declaration of the disappearance, loss or theft of property and a serious incidents" (CERN/DG-RH/17306, updated on 27 April 2014). The loss or theft of an item of property must be declared immediately via the Service Portal or the Service Desk (Meyrin site, Building 55, tel.: 77777, open on weekdays from 7.30 a.m. to 6.30 p.m., service-desk@cern.ch)

4.2 Maintenance and repairs

For maintenance and repairs, please contact CERN garage (building 130).

5. ACCIDENTS AND INSURANCE

For more information:

- The procedure about "Accidents" (CERN Admin e-guide);
- And the Operational Circular no 4 "Use of vehicles belonging to or rented by CERN."

Vehicles with or without the CERN logo

1. PRINCIPLE OF THE SERVICE

CERN vehicles are made available to members of the CERN personnel\(^1\) and contractors’ personnel in the framework of their activities at CERN and for professional use only. Use of vehicles for private purposes (e.g. for transporting family members or for shopping) is prohibited in all circumstances, including in the framework of standby service. The transport of people or goods that have no relation to CERN’s activities is strictly forbidden. CERN vehicles are available either for short-term hire or annual, renewable hire, and are allocated to the departments or to institutes.

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\(^1\) As defined in the Staff Rules and Regulations

2. CONDITIONS OF USE

2.1 General conditions

Use of CERN vehicles is subject to the following general conditions:

- Operational Circular No. 4 and document DSU-OF/DO/RH/6833 governing the use of CERN vehicles;
- In all cases, use of the service requires the prior authorisation of the applicant’s department head or team leader (V licence), authorization to drive a CERN vehicle
- The driver must have an identifier to plug in the CERN vehicle. This identifier is to be requested in the departmental secretariat concerned.
- Any use outside the "local area" requires a “mission order” (annual or occasional).

Drivers of CERN vehicles must be able to present the following documents at any time:

a) Their CERN access card,

b) A valid driving licence,

c) The documents for the vehicle (registration document, etc.),
d) A valid identity document (identity card, national passport or other travel document recognised in Switzerland and France) with the necessary visas where required (drivers are also recommended to carry their legitimation documents issued by the Host States),

e) Any additional authorisations (cf. Article III, § 22 to 31), where required.

In addition, a European Accident Statement form must be present in the vehicle.

2.2 Conditions for journeys from home to the CERN site

Journeys between the place of residence and the workplace must be authorised by the head of the department to which the member of personnel concerned is assigned, and only then in exceptional cases of standby work or for a vehicle that is not registered in a series reserved for CERN and does not have CERN's name or logo prominently displayed (car without a logo).

Use of CERN vehicles for journeys between home and the CERN site (Meyrin and Prévessin) is tolerated, but such vehicles are principally destined for official use.

3. VEHICLES WITH A LOGO

3.1 Annual rental

The prices for annual hire (including the purchase of vehicles, maintenance, fuel, insurance, depreciation and exchange of vehicles after four years) are:
<table>
<thead>
<tr>
<th>Category</th>
<th>OLD CATEGORIES</th>
<th>NEW CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td>2'800 CHF</td>
<td>3'540 CHF</td>
</tr>
<tr>
<td></td>
<td>FIAT Panda</td>
<td>PEUGEOT 108 (2015) or old categories equipped with</td>
</tr>
<tr>
<td></td>
<td>FIAT 500</td>
<td>telematics</td>
</tr>
<tr>
<td>Category B</td>
<td>3'300 CHF</td>
<td>3'670 CHF</td>
</tr>
<tr>
<td></td>
<td>PEUGEOT Partner (before March 2014)</td>
<td>PEUGEOT Partner (2015) or old categories equipped with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>telematics</td>
</tr>
<tr>
<td>Category C</td>
<td>5'000 CHF</td>
<td>5'000 CHF</td>
</tr>
<tr>
<td></td>
<td>C4 CITROEN</td>
<td>C4 CITROEN</td>
</tr>
<tr>
<td></td>
<td>PEUGEOT 308</td>
<td>PEUGEOT 308</td>
</tr>
<tr>
<td></td>
<td>PEUGEOT 5008</td>
<td>PEUGEOT 5008 or old categories equipped with telematics</td>
</tr>
</tbody>
</table>

### 3.2 Procedure

The point of contact is at the Mobility Centre (Globe parking, B. 6167).

Member of the personnel must submit a request through the Service Portal by clicking on the following link:

**Submit a request for a vehicle with a logo**

He must also check that the type of vehicle, the date, the pick-up and drop-off locations and the budget code are specified.
3.3 Hire during the technical shutdowns (2016 and 2017)

Vehicles with the CERN logo are available for hire for a period of 1 to 6 months during the winter technical shutdown periods: requests can be made via the Service Desk (77777). The monthly fee amounts to 350 CHF (including gasoline and insurance).

3.4 Hire for duty travel

Several CERN vehicles are available at the Mobility Centre (Globe parking, B. 6167) for short-term hire and duty travel outside the local area. The cost, chargeable to a budget code, is 15 CHF per day.

3.5 Fuel

If the member of personnel needs to fill up with fuel, use the CERN fuel card attached to the car key in one of the CERN filling stations:

<table>
<thead>
<tr>
<th>Filling station</th>
<th>Filling station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meyrin Building 130</td>
<td>Prévessin Building 867</td>
</tr>
<tr>
<td>Opening hours: 8am - 12pm / 1pm - 5pm</td>
<td>Opening hours: 8am - 12pm / 1pm - 5pm</td>
</tr>
<tr>
<td>Contact: 72042</td>
<td>Contact: 72042</td>
</tr>
</tbody>
</table>

4. VEHICLES WITHOUT LOGO

4.1 Rental

Vehicles without a logo are available for hire by members of the personnel of institutes. The cost is charged to the team account of the institute.

Use is restricted to the local area: the cantons of Geneva and Vaud in Switzerland and the Ain and Haute-Savoie départements in France.
## Category

<table>
<thead>
<tr>
<th>Category</th>
<th>1/2 day</th>
<th>1 day</th>
<th>Between 1 and 3 years</th>
<th>&gt; 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A vehicle (including maintenance, fuel 0.13 CHF/km)</td>
<td>8.5 CHF</td>
<td>17 CHF</td>
<td>-10%</td>
<td>-25%</td>
</tr>
<tr>
<td>Category B vehicle (including maintenance, fuel 0.15 CHF/km)</td>
<td>9.5 CHF</td>
<td>19 CHF</td>
<td>-10%</td>
<td>-25%</td>
</tr>
<tr>
<td>2 cars for disabled persons</td>
<td>FREE</td>
<td>FREE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The cost of the fuel (0.15 CHF/km) is not included and will be charged in addition.

### 4.2 Collection

The vehicles are available at the Mobility Centre (Globe parking, B. 6167).

In the case of departure during the week ends or outside Mobility Centre opening hours, the member of personnel can collect the keys into the key box dedicated to this purpose at the Mobility Centre, B.6167.

The member of personnel must absolutely be in possession of his CERN access card.

The User must submit a request through the Service Portal by clicking on the following link:

Submit a request for a vehicle without a logo

### 4.3 Return

The vehicles must be returned at the Mobility Centre at the end of the rental.

For the return **on weekdays after 5:00 p.m and on weekends**, drop the keys in the mailbox dedicated to this purpose at the Mobility Centre.
4.4 Fuel

Fuel tanks can be filled at the CERN gas station, Building 130 only on the Meyrin site. The cost is charged to the team account of the institute.

Filling station
Meyrin
Building 130

Opening hours: 8am - 12pm / 1pm - 5pm

Contact: 72042

5. PROCEDURE IN THE EVENT OF VEHICLE BREAKDOWN

5.1 During working hours

In the event of a vehicle breakdown, it is possible to submit an incident report through the Service Portal:

Vehicle breakdown report or by telephone on 72042 at CERN garage (B. 130).

During working hours, the incident is referred to CERN garage for action.

Outside working hours, the member of the personnel or member of the contractor’s personnel should contact the assistance service via the free phone numbers detailed on the vehicle documents and in the table below.

5.2 Outside working hours

<table>
<thead>
<tr>
<th>ASSISTANCE</th>
<th>PEUGEOT</th>
<th>RENAULT</th>
<th>FIAT</th>
<th>CITROEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Switzerland</td>
<td>0800 55 50 05</td>
<td>01 834 12 00</td>
<td>0844 850 455</td>
<td>052 212 1303</td>
</tr>
<tr>
<td>From France</td>
<td>0800 23 65 10</td>
<td>0041 1 834 1200</td>
<td>0041 844 850 455</td>
<td>0800 05 2424</td>
</tr>
</tbody>
</table>
6. PROCEDURE IN THE EVENT OF AN ACCIDENT INVOLVING VEHICLES WITH OR WITHOUT A LOGO

6.1 Accident on the fenced part of the CERN site

In the event of an accident on the fenced part of the CERN site, the following measures must be taken:

A) Alert the Fire and Rescue Service (telephone 74444) who will call the relevant police force if the accident involved injury and/or major material damage,
B) complete and sign a European Accident Statement form,
C) forward a sheet from the abovementioned statement:
   - To the Legal Service in the case of vehicles belonging to CERN or
   - To the department concerned in the case of vehicles hired by CERN,
D) Forward a photocopy of the abovementioned statement to CERN garage (Building 130), which is responsible for managing the repairs of CERN vehicles,
E) any other measure required under the circumstances.

6.2 Accident outside the fenced part of the CERN site

In the event of an accident outside the fenced part of the CERN site, the following measures must be taken:

A) Call the relevant police force (telephone 112) if the accident results in injury and/or major material damage,
B) Complete and sign a European Accident Statement form,
C) Forward a sheet from the abovementioned statement:
   - to the Legal Service in the case of vehicles belonging to CERN or
   - to the department concerned in the case of vehicles rented by CERN,
D) Forward a photocopy of the abovementioned statement to CERN garage (Building 130), which is responsible for repairing vehicles,
E) Any other measure required under the circumstances and/or under the legislation of the State where the accident occurred.

For more information: https://admin-eguide.web.cern.ch/procedure/accidents
7. VEHICLE INSURANCE

Vehicles with a logo are insured for civil liability. Costs of repairs (accidents, end-of-contract repairs) shall be recharged to the user’s budget code.

Vehicles without a logo have both civil liability and comprehensive (“Casco”) insurance. In the event of an accident, the driver shall be liable to pay an excess of 500 CHF recharged on the corresponding team account.

Goods used for professional activities transported in the vehicles are not insured, unless a transport insurance request has been submitted.

Note that the green insurance cards (registration certificates) are not compulsory for CERN vehicles. However, after some misunderstandings with the French authorities, it is possible to obtain the document of the vehicle from the Car Pool.
Car sharing

1. PRINCIPLE OF THE SCHEME

The CERN car-sharing scheme provides CERN vehicles on a self-service basis. A pool of 35 vehicles are available for pickup from 15 locations around the Meyrin and Prévessin sites and the point 2.

- List of pick-up locations:

<table>
<thead>
<tr>
<th>Meyrin</th>
<th>Prévessin</th>
<th>LHC Experimental points</th>
</tr>
</thead>
<tbody>
<tr>
<td>building 4</td>
<td>building 864</td>
<td>building 2285 P2</td>
</tr>
<tr>
<td>building 29</td>
<td>building 866</td>
<td></td>
</tr>
<tr>
<td>building 30</td>
<td>building 874</td>
<td></td>
</tr>
<tr>
<td>building 33</td>
<td>building 892</td>
<td></td>
</tr>
<tr>
<td>building 36</td>
<td></td>
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<tr>
<td>building 40</td>
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<tr>
<td>building 54</td>
<td></td>
<td></td>
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<tr>
<td>building 57</td>
<td></td>
<td></td>
</tr>
<tr>
<td>building 124</td>
<td></td>
<td></td>
</tr>
<tr>
<td>building 513</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The vehicles are available to members of the CERN personnel and contractors' personnel, in the framework of their professional activities at CERN only:

- From 8.00 a.m. to 6.00 p.m. for a **maximum continuous period of 4 hours**
- From 6.00 p.m. to 8.00 a.m. for a **maximum continuous period of 14 hours**.
The use for personal purposes, such as travel between home and work, is strictly prohibited.

2. CONDITIONS OF USE

The car-sharing service is open to members of the CERN personnel and contractors' personnel under the conditions laid down below.

2.1 General conditions

Use of the CERN car-sharing service is subject to the following general conditions:

- Use of vehicles belonging to or rented by CERN is governed by Operational Circular No. 4 and by reference to document DSU-OF/DO/RH/6833;
- In all cases, use of the service requires authorisation by the Department head or team leader concerned ("permis V" – authorisation to drive a CERN vehicle – plus a mission order if the vehicle is to be driven outside the authorised perimeter).

As indicated in Operational Circular No. 4, anyone driving a CERN car outside the authorised perimeter must be in possession of a mission order (annual or occasional).

Anyone driving a CERN vehicle must be able to present the following documents at any time:

- CERN card;
- Valid national driving licence;
- The vehicle documents (registration document, etc.);
- Valid travel documents (national passport or other travel document recognized in Switzerland and France) with the necessary visas, where required;
- Legitimation documents issued by the Swiss Federal Department of Foreign Affairs and the French Ministry of Foreign Affairs, or the CERN Attestation issued by the Users’ Office or the Human Resources Department.

In addition, the vehicle must carry a European Road Accident Report form.
2.2. Special conditions

To be able to use the service, members of the CERN personnel and contractors’ personnel must also:

- Be a member of the CERN personnel or a member of the personnel of a contractor authorised by CERN to use the Service ("contractors' personnel");
- Possess an e-mail address registered in the CERN database;
- Possess an RFID access card, which can be obtained from the CERN Car Pool on presentation of a valid CERN access card.

3. USE OF THE VEHICLE

3.1 Obtaining and using an RFID card

An RFID access card can be obtained from the CERN Mobility Centre (Globe parking, B. 6167) on presentation of a valid CERN access card.

A Mobility login with 6 numbers and a NIP code will be sent to the member of personnel by e-mail.

RFID access cards and the associated PIN codes are strictly personal and non-transferable. Cards may not be lent, rented or otherwise transferred to another person.

Members of personnel are given a copy of the conditions of use when they collect their card from CERN Mobility Centre (Globe parking, B. 6167, and a user guide will be included in the e-mail they will receive to confirm their registration.

3.2 Booking a vehicle

It is possible to book a vehicle via one of the Mobility bookings channels:
Bookings can be modified or cancelled right up until the planned start time through the same applications or on the vehicle's on-board computer.

A confirmation will be sent to the requestor by e-mail (e-mail defined in the profile e-services).

Note that the on-board computer can only be used when the engine is switched off.

### 3.3 Changing a booking

It is possible to shorten or advance a booking using the on-board computer in the car.

Bookings cannot be modified after the planned start time.

### 3.4 Cancelling a booking

Modifications and cancellations of bookings can be made by all booking channels (application, Internet, telephone). It is always possible to cancel a current booking through the on-board computer.

### 3.5 While using a car from the pool

An e-mail is sent to the user confirming the booking and indicating the registration number of the car and where it is parked.
The user must check for any existing damage before travelling. If any, he must immediately report it to the CERN garage (Building 130) and mention it on the log book stored in the glove compartment.

The vehicle is opened by swiping the RFID card in front of the card reader positioned on the windscreen. The vehicle is locked in the same way.

In case the card is defective, contact Mobility 24/7 Service centre 0848 824 812 from Switzerland, +41 848 824 812 from abroad.

If the member of personnel needs to fill up with fuel, use the CERN fuel card attached to the car key in one of the CERN filling stations:

<table>
<thead>
<tr>
<th>Filling station</th>
<th>Filling station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meyrin</td>
<td>Prévessin</td>
</tr>
<tr>
<td>Building 130</td>
<td>Building 867</td>
</tr>
<tr>
<td>Opening hours: 8am - 12pm / 1pm - 5pm</td>
<td>Opening hours: 8am - 12pm / 1pm - 5pm</td>
</tr>
<tr>
<td>Contact: 77039</td>
<td>Contact: 77039</td>
</tr>
</tbody>
</table>

3.6 Returning the vehicle

Vehicles must be returned to the initial pickup location.

Upon returning the vehicle, all battery-operated equipment must be turned off. The ignition key must be placed in the glove compartment or designated place at the end of a booking. Hold the RFID card at checkpoint on windscreen from outside until the central locking is activated.

To return the vehicle before the end of the booked slot, terminate the booking by pressing on the ResEnd button on the on-board computer or via the app "Mobility car" and confirm by pressing: Yes,
4. ASSISTANCE

For any assistance regarding CERN cars (breakdown, tires, battery...):

- During working days:
  - service-desk@cern.ch (link sends e-mail)
  - Phone: +41 22 767 7777
  - Bldg: 55-2-
  - Opening hours: from 7.30 a.m. to 6.30 p.m. (Monday to Friday).

- Outside working days:
  - PEUGEOT Assistance
  - Phone: 0800 55 50 05 from Switzerland and +41 44 746 23 95 from abroad

For any assistance regarding vehicle access, bookings, on-board computer, etc.:

- Mobility 24/7 Service centre
  - Phone: 0848 824 812 from Switzerland and +41 848 824 812 from abroad

5. ACCIDENTS AND INSURANCE

5.1 Accident within the fenced parts of the CERN site

For more information: Operational Circular No. 4

It is also essential to forward to CERN garage (B. 130), service responsible for vehicle repairs, a photocopy of the European Road Accident report.

5.2 Accident outside the fenced parts of the CERN site

For more information: Operational Circular No. 4

It is also essential to forward to CERN garage (B. 130), service responsible for vehicle repairs, a photocopy of the European Road Accident report.

For more information: https://admin-eguide.web.cern.ch/procedure/accidents.
5.3 Accident outside the fenced parts of the CERN site

For more information: Operational Circular No. 4
Rental car

1. PRINCIPLE OF THE SCHEME

In case of unavailability of certain means of transport or for long-term official travel, CERN Mobility Centre (Globe parking, B. 6167) manages leases for vehicles and cars, commercial vehicles. The rental vehicles are available to members of the CERN personnel and contractors' personnel, in the framework of their professional activities at CERN only.

2. CONDITIONS OF USE

Use of the car rental service is subject to the following general conditions:

- Use of vehicles belonging to or rented by CERN is governed by Operational Circular No. 4 and by reference to document DSU-OF/DO/RH/6833;
- In all cases, use of the service requires authorisation by the Department head or team leader concerned ("permis V" – authorisation to drive a CERN vehicle – plus a mission order if the vehicle is to be driven outside the authorised perimeter).

As indicated in Operational Circular No. 4, anyone driving a CERN car outside the authorised perimeter (page 11) must be in possession of a mission order (annual or occasional).

Anyone driving a vehicle belonging to or rented by CERN must be able to present the following documents at any time:

- His CERN card;
- His valid national driving licence;
- The vehicle documents (registration document, insurance “green card”, etc.);
- Valid travel documents (national passport or other travel document recognized in Switzerland and France) with the necessary visas, where required;
- His legitimation documents issued by the Swiss Federal Department of Foreign Affairs and the French Ministry of Foreign Affairs, or his CERN Attestation issued by the Users' Office or the Human Resources Department.

In addition, the vehicle must carry a European Road Accident Report form.
3. RENTAL

The member of personnel can rent a vehicle from the following categories:

- **Category ECMN**: Ford Fiesta, Peugeot 207, Renault Clio, Fiat Grande Punto, Toyota Yaris;
- **Category CDMR**: Nissan Note, MINI, Opel Astra, Renault Mégane, Fiat Sedici;
- **Category CDAR**: Same as CDMR but with an automatic transmission;
- **Category IDMR**: Mitsubishi Lancer, VW Jetta;
- **Category IDAR**: Same as IDMR but with an automatic transmission;
- **Category CWMR**: Opel Astra Sports Tourer, Renault Mégane SW, Peugeot 308 SW;
- **Category IWMR**: Skoda Octavia Combi, Mazda 6 Sport Kombi, Ford Mondeo Turnier;
- **Category FDAR**: BMW 3er Aut., Mercedes-Benz C-Klasse Aut. (with an automatic transmission);
- **Category SDAR**: Peugeot 508, VW Passat, Opel Insignia Automatic (with an automatic transmission);
- **Category SVMR (7 sièges)**: Renault Grand Espace, Lancia Grand Voyager, Seat Alhambra;
- **Category FVMR (9 sièges)**: Ford Transit Bus, Renault Trafic, Peugeot Expert;
- **Utilitaire 6 m³**: Ford Transit 280S;
- **Utilitaire 8 m³**: Ford Transit 350 M TD, Fiat Ducato15Q 2.3 D, Fiat Ducato15 2.3LON;
- **Utilitaire 10 m³**: Ford Transit 350L D;
- **Utilitaire 16 m³**: Mercedes Sprinter 311C.

Please note that this is just one example of a vehicle. A reservation is only possible for a vehicle category, not for a particular model of vehicle.

To get the short period rental rates, please contact the Mobility Centre (Globe parking, B. 6167) or the Service Desk.

4. PROCEDURE FOR VEHICLE RENTAL

4.1 Rental

The member of personnel submits a request through the Service Portal:

Request a car rental
The request must be made 48 hours in advance. The member of personnel should also verify that the type of vehicle, the collection and return dates and times and the budget code are specified.

It is possible to ask chains in case of snow, to be specified when creating the ticket.

4.2 Cancellation

Rental requests may be cancelled up to 24 hours before the scheduled start of the rental period. Any cancellation beyond this limit will incur charges.

The member of personnel submits a request through the Service Portal:

Cancel a car rental

The driver of the car and the budget holder of the car reservation have approved a JOB EDH document. Please provide this JOB EDH document number and/or the JOB Reference number included in the Job description. It will allow Car pool to cancel the reservation.

4.3 Collection

During the week, during Mobility Centre opening hours

Vehicles must collected from the Mobility Centre (Globe parking, B. 6167).

During the week-end

In the case of weekend rentals, the member of personnel can collect his vehicle on Friday from the Mobility Centre during its opening hours (to be specified on the rental form, invoicing as from Friday) or can collect the keys into the key box dedicated to this purpose at the Mobility Centre, B.6167.

The member of personnel must absolutely be in possession of his CERN access card.

4.4 Return

The vehicles must be returned at the Mobility Centre. To enter the Globe parking, use the intercom CERN. CERN guards’ service shall open the barriers.
For the return of rental vehicles **on weekdays after 5:00 pm and on weekends**, drop the keys in the mailbox dedicated to this purpose at the Mobility Centre.

The member of personnel must absolutely be in possession of his CERN access card.

It is requested to fill the tank with fuel before it is returned.

**4.5 Invoicing**

The minimum vehicle reservation period is 24 hours.

Bearing in mind the high price per litre of petrol charged by the rental firm, please fill the tank before returning the vehicle wherever possible.

If the member of personnel cancels his reservation less than 24 hours in advance, he will be charged in full.

**5. PROCEDURE IN THE EVENT OF A BREAKDOWN OR ACCIDENT**

**5.1 Breakdowns**

To report the breakdown of a vehicle belonging to or rented by CERN, the member of personnel must submit a ticket through the Service Desk:

Report the breakdown of a CERN car

**5.2 Accidents**

Operational Circular no 4 outlines the steps to follow in case of accident with a vehicle or leased by CERN.
6. PRIVATE RENTAL OF A VEHICLE

Special rates are available through SIXT for renting private vehicles for CERN personnel (MPE, MPA, contractors' personnel ...) with a valid access card:


In case of access problem, please call the SIXT central (0848 88 44 44) and give the discount code SX791988.